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INDIVIDUAL PROTECTIVE MEASURES



FOR PERSONAL SECURITY

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ter•ror•ize (tĕr-ə-rīz') *vb.* 1. To fill or overwhelm with fear; terrify. 2. To coerce by intimidation or fear.

— Webster's New Collegiate Dictionary

"
Courage is resistance to fear
mastery of fear — not
absence of fear. Except
a creature be part coward
it is not a compliment to
say it is brave."

Mark Twain

FOREWORD

Terrorism. This violent phenomenon has been with us for many years, but we have recently seen rapid change in the tactics of terrorists with the use of weapons of mass destruction in Tokyo and the employment of horrible bombs in New York City, Oklahoma City, and Saudi Arabia.

Department of the Army personnel and their families are the symbols of the power and prestige of America. Americans are particularly vulnerable to terrorist attack. We are stationed on seven continents; we are generally highly visible; and our work is deeply despised by militants and extremists the world over.

This pamphlet is designed to foster your awareness of the terrorist threat, provide techniques for you to actively protect yourself and your family, and ensure the process of changing our mindset from complacency to constant vigilance. It is intended to serve as a guide and you should incorporate those measures which apply to you and your family.

Our soldiers and families are our greatest asset and all of us must do everything possible to protect ourselves, our families, and our property from terrorist attack. Through constant awareness and good security habits, you can ensure that you and members of your family will not become the target of a terrorist attack.

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TO COMBAT TERRORISM

Keep a Low Profile

Your dress, conduct, and mannerisms should not attract attention. Make an effort to blend into the local environment. Avoid publicity and don't go out in large groups. Stay away from civil disturbances and demonstrations.

Be Unpredictable

Vary your route to and from work and the time you leave and return home. Vary the way you dress. Don't exercise alone. Don't exercise at the same time and place each day, or on deserted streets, or country roads. Let people close to you know where you are going, what you'll be doing, and when you should be back.

Be Very Alert

Watch for anything suspicious or out of place. Don't give personal information over the telephone. If you think you are being followed, go to a preselected secure area. Immediately report the incident to your force protection unit advisor, military intelligence officer, military police or law enforcement agencies. In overseas areas without these agencies, report the incident to the Security Officer or the Military Attaché at the U.S. Embassy.

GENERAL SECURITY CHECKLIST

- ☐ Instruct your family and associates not to provide strangers with information about you or your family.
- ☐ Do not give unnecessary personal details to information collectors and restrict personal data when using the internet.
- ☐ Be alert to strangers who are on government property for no apparent reason. Report all suspicious persons loitering near your residence or office; attempt to provide a complete description of the person and/or vehicle to police or security.
- ☐ Vary daily routines to avoid habitual patterns. If possible, vary travel times and routes to and from work.
- ☐ Refuse to meet with strangers outside your work place.
- ☐ Always advise associates or family members of your destination when leaving the office or home and the anticipated time of arrival.
- ☐ Don't open doors to strangers.
- ☐ Memorize key phone numbers — office, home, police, security, etc.
- ☐ Be cautious about giving out information regarding family travel plans or security measures and procedures.
- ☐ If you are overseas, learn and practice a few key phrases in the native language, such as "I need a policeman, doctor," etc.

RESIDENTIAL AND FAMILY SECURITY

Although family members are seldom targeted by terrorists, they should practice basic precautions for their personal security. Familiarize your family with the local terrorist threat and regularly review the protective measures and techniques listed in this handbook. Ensure everyone in the family knows what to do in an emergency. Most precautions are simple, common sense measures which will help protect you from any criminal activity.

Residential Security

☐ **Exterior grounds:**

- Do not put your name or rank on the outside of your residence or mailbox.
- Have good lighting.
- Control vegetation to eliminate hiding places.

☐ **Entrances and exits should have:**

- Solid doors with deadbolt locks.
- One-way peep-holes in door.
- Locks on skylights.
- Metal grating on glass doors and ground floor windows, with interior release mechanisms that are not reachable from outside.

☐ **Interior features:**

- Alarm and intercom systems.
- Fire extinguishers.
- Medical and first aid equipment.

- ☐ Other desirable features:
 - A clear view of approaches.
 - More than one access road.
 - Off-street parking.
 - High (6-8 feet) perimeter wall or fence.

Tips for the Family at Home

- ☐ Restrict the possession of house keys. Change locks if keys are lost or stolen and when moving into a previously occupied residence.
- ☐ Lock all entrances at night, including the garage. Keep the house locked, even if you are at home.
- ☐ Destroy all envelopes or other items that indicate your name and rank.
- ☐ Know your neighbors.
- ☐ Do not draw attention to yourself. Avoid frequent exposure on balconies and near windows.
- ☐ Be aware of the threat level — listen to local news reports.

Be Suspicious

- ☐ Be alert to public works crews and, if overseas, other foreign nationals requesting access to your residence; verify identity through a peep-hole before allowing entry.
- ☐ Write down license numbers of suspicious vehicles; note descriptions of occupants.
- ☐ Be suspicious of inquiries about the whereabouts or activities of other family members.
- ☐ Report all suspicious activity to Military Police or local law enforcement.

Telephone Security

- ☐ Post emergency numbers on the telephone:
 - Military Police: _____
 - Local Police: _____
 - Fire Department: _____
 - Hospital: _____
- ☐ Do not answer your telephone with your name and rank.
- ☐ Report all threatening phone calls to security officials.

Special Precautions for Children

- ☐ Never leave young children alone or unattended. Be certain they are in the care of a trustworthy person.
- ☐ Instruct children to keep doors and windows locked, and never to admit strangers.
- ☐ Teach children how to contact the police or a neighbor in an emergency.
- ☐ Know where your children are all the time.
Advise your children to:
 - Never leave home without telling you where they will be and who will accompany them.
 - Travel in pairs or groups.
 - Avoid isolated areas.
 - Use locally approved play areas where recreational activities are supervised by responsible adults and where police protection is readily available.

- Refuse automobile rides from strangers and refuse to accompany strangers anywhere on foot even if the strangers say mom or dad sent them or said it was, “okay.”
- Report immediately to the nearest person of authority, (parent, teacher, police) anyone who attempts to molest or annoy them.

Child Care Providers

- ☐ Conduct a security background check with local police, neighbors, and friends. (Verify references.)
- ☐ Inform employees about security responsibilities.
- ☐ Instruct them which phone or other means of communication to use in an emergency.
- ☐ Do not discuss travel plans or sensitive topics within employees hearing.
- ☐ Discuss duties in friendly, firm manner.
- ☐ Give presents or gratuities according to local customs

Mail or Packages

- ☐ Suspicious characteristics to look for include:
 - An unusual or unknown place of origin.
 - No return address.
 - An excessive amount of postage.
 - Abnormal or unusual size.
 - Oily stains on the package.
 - Wires or strings protruding from or attached to an item.

- Incorrect spelling on the package label.
 - Differing return address and postmark.
 - Appearance of foreign style handwriting.
 - Peculiar odor. (Many explosives used by terrorists smell like shoe polish or almonds.)
 - Unusual weight.
 - Uneven balance or shape.
- ☐ Never touch or move a suspicious package or letter.
 - ☐ Do not cut tape, strings, or other wrappings on a suspect package or immerse a suspected letter or package in water. Either action could cause an explosive device to detonate.
 - ☐ Report any suspicious packages or mail to security officials immediately.

When Away from Home

- ☐ Leave the house with a "lived-in" look.
 - ☐ Stop deliveries of mail and news subscriptions.
 - ☐ Don't leave notes on doors.
 - ☐ Don't hide keys outside house.
 - ☐ Use a timer to turn lights on and off at varying times and locations.
 - ☐ Leave radio on. (Best with a timer)
- Hide valuables.
- ☐ Notify the police or trusted neighbors of your absence.
 - ☐ Ask friends/neighbors to physically check the residence.

SECURITY OVERSEAS

Criminal and terrorist acts against individuals usually occur outside the home and after the victim's habits have been established. Your most predictable habit is the route of travel from home to duty station or to commonly frequented local facilities.

Ground Transportation

- ☐ Travel in groups as much as possible. Avoid high risk areas and demonstrations, and vary movements so as not to be predictable.
- ☐ Try to be inconspicuous when using public transportation and facilities. Dress, conduct, and mannerisms should not attract attention.
- ☐ Avoid public demonstrations; do not be curious.
- ☐ Stay away from controversial meeting places; patronize reputable establishments, but don't frequent the same off-base locations (in particular, known, U.S. hangouts).
- ☐ Limit alcohol intake in any public place.

Vehicles Overseas

- ☐ Select a plain car; avoid the "Rich American" look. Consider not using a marked government car.
- ☐ Do not display decals with unit or branch affiliation or display gear in rear of vehicle.
- ☐ Auto maintenance:
 - Keep vehicle in good repair.
 - Always keep gas tank at least half full.
 - Ensure tires have sufficient tread.

Parking

- ☐ Always lock your car.
- ☐ Don't leave it on the street overnight, if possible.
- ☐ Check for suspicious persons before exiting vehicle.
- ☐ Leave only the ignition key with parking attendant.
- ☐ Don't allow entry to the trunk unless you're there to watch.
- ☐ Never leave garage doors open or unlocked.
- ☐ Use a remote garage door opener if available.
- ☐ Enter and exit your car in the security of the closed garage.

Traveling

- ☐ Before leaving buildings to get into your vehicle, check the surrounding area for anything suspicious.
- ☐ If possible vary routes to work and home. Avoid late night travel.
- ☐ Travel with companions.
- ☐ Avoid isolated roads or dark alleys when possible.
- ☐ Habitually ride with seatbelts buckled, doors locked, and windows closed.
- ☐ Be alert while driving or riding. Do not allow your vehicle to be boxed in; maintain a minimum 8-foot interval between you and the vehicle in front; avoid the inner lanes.
- ☐ Know how to react if you are being followed:
 - Circle the block for confirmation of surveillance.
 - Do not stop or take other actions which could lead to confrontation. Do not drive home.
 - Get description of car and its occupants.

- Go to the nearest safe haven
- Report incident to military police.
- ☐ Recognize events that can signal the start of an attack, such as:
 - Cyclist falling in front of your car.
 - Flagman or workman stopping your car.
 - Fake police or government checkpoint.
 - Disabled vehicle/accident victims on the road.
 - Unusual detours.
 - An accident in which your car is struck.
 - Cars or pedestrian traffic that box you in.
 - Sudden activity or gunfire.
- ☐ Know what to do if under attack in a vehicle:
 - Without subjecting yourself, passengers, or pedestrians to harm, try to draw attention to your car by sounding the horn.
 - Put another vehicle between you and your pursuer.
 - Go to closest safe haven.
 - Report incident to military police.

Commercial Vehicles

- ☐ Vary mode of commercial transportation.
- ☐ Don't always use the same company.
- ☐ Don't let someone you don't know direct you to a specific commercial vehicle or carrier.
- ☐ Ensure vehicle is licensed, and has adequate safety equipment (seatbelts at a minimum).
- ☐ Ensure face of driver and picture on license are the same.
- ☐ Specify the route you want the driver to follow.
- ☐ Select busy areas for stops.

Air Travel

Air travel, particularly through high risk airports or countries, poses security problems different from those of ground transportation. Here too, simple precautions can reduce the hazards of a terrorist assault.

- ☐ Get a threat briefing from your security officer prior to traveling in a high risk area.
- ☐ Use military air or U.S. flag carriers.
- ☐ Avoid scheduling through high risk areas; if necessary, use indirect routings to avoid high risk airports.
- ☐ Don't use rank or military address on tickets, or hotel reservations.
- ☐ Select a window seat; they offer more protection since aisle seats are closer to the hijackers' movements up and down the aisle.
- ☐ Rear seats also offer more protection since they are farther from the center of hostile action which is often near the cockpit.
- ☐ Seats at an emergency exit may provide an opportunity to escape.

Personal Identification

- ☐ Don't discuss your military affiliation.
- ☐ You must have proper identification to show airline and immigration officials.
- ☐ Consider use of a tourist passport, if you have one, with necessary visas, providing it's allowed by the country you are visiting.

- ☐ If you use a tourist passport, consider placing your official passport, military ID, travel orders, and related documents in your checked luggage, not in your wallet or briefcase.
- ☐ If you must carry these documents on your person, select a hiding place onboard the aircraft to "ditch" them in case of a hijacking.

Luggage

- ☐ Use plain, civilian luggage; avoid military-looking bags such as B-4 bags and duffel bags.
- ☐ Remove all military patches, logos, or decals from your luggage and briefcase.
- ☐ Ensure luggage tags don't show your rank or military address.
- ☐ Don't carry official papers in your briefcase.

Clothing

- ☐ Travel in conservative civilian clothing when using commercial transportation or when traveling military airlift if you are to connect with a flight at a commercial terminal in a high risk area.
- ☐ Don't wear distinct military items such as organizational shirts, caps, or military issue shoes or glasses.
- ☐ Don't wear U.S. identified items such as cowboy hats or boots, baseball caps, American logo T-shirts, jackets, or sweatshirts.
- ☐ Wear a long-sleeved shirt if you have a visible U.S. affiliated tattoo.

Precautions at the Airport

- ☐ Arrive early; watch for suspicious activity.
- ☐ Look for nervous passengers who maintain eye contact with others from a distance. Observe what people are carrying. Note behavior not consistent with that of others in the area.
- ☐ No matter where you are in the terminal, identify objects suitable for cover in the event of attack; pillars, trash cans, luggage, large planters, counters, and furniture can provide protection.
- ☐ Don't linger near open public areas. Quickly transit waiting rooms, commercial shops, and restaurants.
- ☐ Proceed through security checkpoints as soon as possible.
- ☐ Avoid secluded areas that provide concealment for attackers.
- ☐ Be aware of unattended baggage anywhere in the terminal.
- ☐ Be extremely observant of your personal carry-on luggage. Luggage not properly guarded provides an opportunity for a terrorist to place an object or device in it..
- ☐ Observe the baggage claim area from a distance. Do not retrieve your bags until the crowd clears. Proceed to the customs lines at the edge of the crowd.
- ☐ Report suspicious activity to the airport security personnel.

HOSTAGE SURVIVAL

Tips to Insure Survival

The chances of you being taken hostage are truly remote. Even better news is that survival rates are high. But should it happen, remember, your personal conduct can influence treatment in captivity. The Department of State has responsibility for all U.S. government personnel and their dependents in overseas areas. Should a hostage situation develop, the Department of State will immediately begin to take action according to preconceived plans to attempt to release the hostages.

- ☐ If kidnapped and taken hostage:
 - Remain calm.
 - Blend in with other passengers.
 - Do not “take charge”, you may be identified as a threat.
 - Do not aggravate the situation.

Actions if Attacked

- ☐ Dive for cover. Do not run. Running increases the probability of shrapnel hitting vital organs, or the head.
- ☐ If you must move, belly crawl or roll. Stay low to the ground, using available cover.
- ☐ Responding security personnel will not be able to distinguish you from attackers. Do not attempt to assist them in any way. Lay still until told to get up.

Actions if Hijacked

- ☐ Remain calm, be polite and cooperate with your captors.
- ☐ Be aware that all hijackers may not reveal themselves at the same time. A lone hijacker may be used to draw out security personnel for neutralization by other hijackers.
- ☐ Surrender your tourist passport in response to a general demand for identification.
- ☐ Don't offer any information; confirm your military status only if directly confronted with the fact.
- ☐ Be prepared to explain that you always travel on your personal passport and that no deceit was intended.
- ☐ Discretely dispose of any military or U.S. affiliated documents.
- ☐ Don't draw attention to yourself with sudden body movements, verbal remarks, or hostile looks.
- ☐ Prepare yourself for possible verbal and physical abuse, lack of food, drink, and sanitary conditions.
- ☐ If permitted, read, sleep, or write to occupy your time.
- ☐ Discretely observe your captors and memorize their physical descriptions. Include voice patterns and language distinctions, as well as clothing and unique physical characteristics.
- ☐ Cooperate with any rescue attempt. Lie on the floor until told to rise.

Take action to bring the plane down where it can do least harm!

Preparing the Family

- ☐ Have your family affairs in order, including an up-to-date will, appropriate powers of attorney, and measures taken to ensure family financial security.
- ☐ Issues such as continuing the children's education, family relocation, and disposition of property should be discussed with family members.
- ☐ Your family should know that talking about military affiliation to non-DOD people may place you, or them, in danger.
- ☐ Don't be depressed if negotiation efforts appear to be taking a long time. Remember, your chances of survival actually increase with time.

Dealing with Your Captors

- ☐ Do not aggravate them.
- ☐ Do not get into political or ideological discussions.
- ☐ Comply with instructions, but always maintain your dignity.
- ☐ Attempt to develop a positive relationship with them, but never praise the terrorist cause.
- ☐ Be proud of your heritage, government, and military association, but use discretion.

Stay in Control

- ☐ Maintain your composure as much as possible and recognize your fear. Your captors are probably as apprehensive as you, so your actions are important.

- ☐ Take mental notes of directions, times of transit, noises, and other factors to identify your location.
- ☐ Note the number, physical description, accents, habits, and rank structure of your captors.
Anticipate isolation and efforts to disorient and confuse you.
- ☐ Try to mentally prepare yourself for the situation ahead. Stay mentally active.

Keep Occupied

- ☐ Exercise daily.
- ☐ Read anything and everything.
- ☐ Eat what is offered to you. You must maintain your strength.
- ☐ Maintain contact and where possible assist other captives.

Interrogation

- ☐ Take a simple, tenable position and stick to it.
- ☐ Be polite and keep your temper.
- ☐ Give short answers. Talk about nonessential matters, but be guarded when conversations turn to matters of substance.
- ☐ Don't be lulled by a captor's friendly approach. Remember, one terrorist may play the "good guy" and one the "bad guy." This is the most common technique.
- ☐ Ask to see U.S. Embassy personnel or representatives of an allied or neutral country.

- ☐ Resist exploitation by your captors.
- ☐ Avoid making a plea on your behalf.

During Rescue

- ☐ Drop to the floor and be still. Avoid sudden moves. Wait for instruction.
- ☐ Once released, avoid derogatory comments about your captors; such remarks will only make things harder for those still held captive.

PERSONAL DATA

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

When we bring our soldiers, civilians, and families into our antiterrorism campaign, we directly attack the terrorists greatest weapons: FEAR AND IGNORANCE.

GTA 19-4-3

**INDIVIDUAL PROTECTIVE MEASURES
TO COMBAT TERRORISM**



This pamphlet contains invaluable tips and information on how you and your family can lessen the possibility of becoming a terrorist target.